

26 November 1969

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science & Technology  
Deputy Director for Support ✓

SUBJECT : Guidelines for Publications Procurement

1. This memorandum provides guidelines for the operation of the publications procurement system within CIA. The guidelines are designed to achieve the objectives implicit in my 29 October memorandum, and they modify some of the specific instructions therein.

2. Publications procurement costs should be held to the minimum level required for efficient fulfillment of your responsibilities and for continuing development of high levels of skill on the part of CIA employees. I am therefore asking each of you to discuss the following points with the senior officials in your Directorate:

a. The need to control and reduce the expenditures for publications procurement.

b. The need for good judgment on the part of all officers responsible for validating purchase orders.

c. Increased use of CIA Library facilities instead of ordering copies for individual use, especially when expensive reference books are involved.

d. Increased sharing of publications within your Directorate.

3. I am also asking that you take the following steps:

a. Review the current subscriptions of your Directorate, eliminate those which are not essential, and submit



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to CRS by 1 December 1969 a revalidated list of the remaining FY 1970 periodical requirements. (Because most of the Calendar Year 1970 subscriptions are already placed, this review will be used primarily in planning for 1971. Reduction will, however, be made as feasible.)

b. Instruct each Office Director or Area Division Chief in your Directorate to review and revalidate personally all English language subscription renewals for his component on an annual basis and to validate personally all new orders for general purpose English language periodicals (e. g., New York Times, Wall Street Journal, Christian Science Monitor, Washington Post, Washington Star, Time, Life, Newsweek, Business Week, The Economist, Fortune, Foreign Affairs, Scientific American, Look, etc.).

c. Instruct each Office Director or Area Division Chief in your Directorate to establish a list of officials (by name and position) authorized to validate purchase orders for publications. Validation officers should be senior officers in the line of command who are in a position to evaluate the requirement and the cost of filling it. The number of validating officers in any component will depend on the volume of publications procured and operational conditions.

d. Designate one representative to work out, in consultation with CRS [REDACTED], the specific arrangements required to implement these measures.

4. I fear that, because CRS budgets for this procurement, requisitioning components may not scrutinize their requests as carefully as they should. I also think that, in relation to all our competing priorities, we may be spending more than we can afford for this purpose. Your cooperation will ensure that we get what we really need and avoid the necessity of adopting more stringent economy measures. I have instructed CRS to review all orders for publications and to question orders that appear excessive from an over-all Agency point of view. Justifications that do not satisfy CRS should be forwarded to the concerned Deputy Director or to me for adjudication.

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L. K. White

Executive Director-Comptroller

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Submissions

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PRESENT PROCUREMENT			REDUCTION	
<u>Component</u>	<u>Total Items</u>	<u>Est. Price</u>	<u>Items</u>	<u>Estimated Price</u>
7000 O/DDS	29	263.00	6	68.00
7100 O/S	359	6,596.00	52	778.00
7200 OMS	237	3,558.00	30	386.00
7400 SSS	13	171.00	0	0
7500 OTR	646	7,405.00	60	421.00
7600 OP	353	3,304.00	44	336.00
7700 OF	116	1,934.00	12	433.00
7800 OL	541	6,884.00	33	887.00
7900 OC	478	7,050.00	90	1,355.00
	2,772	37,165.00	327	4,664.00

12.2% Dollar Reduction (approximately)

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